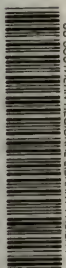


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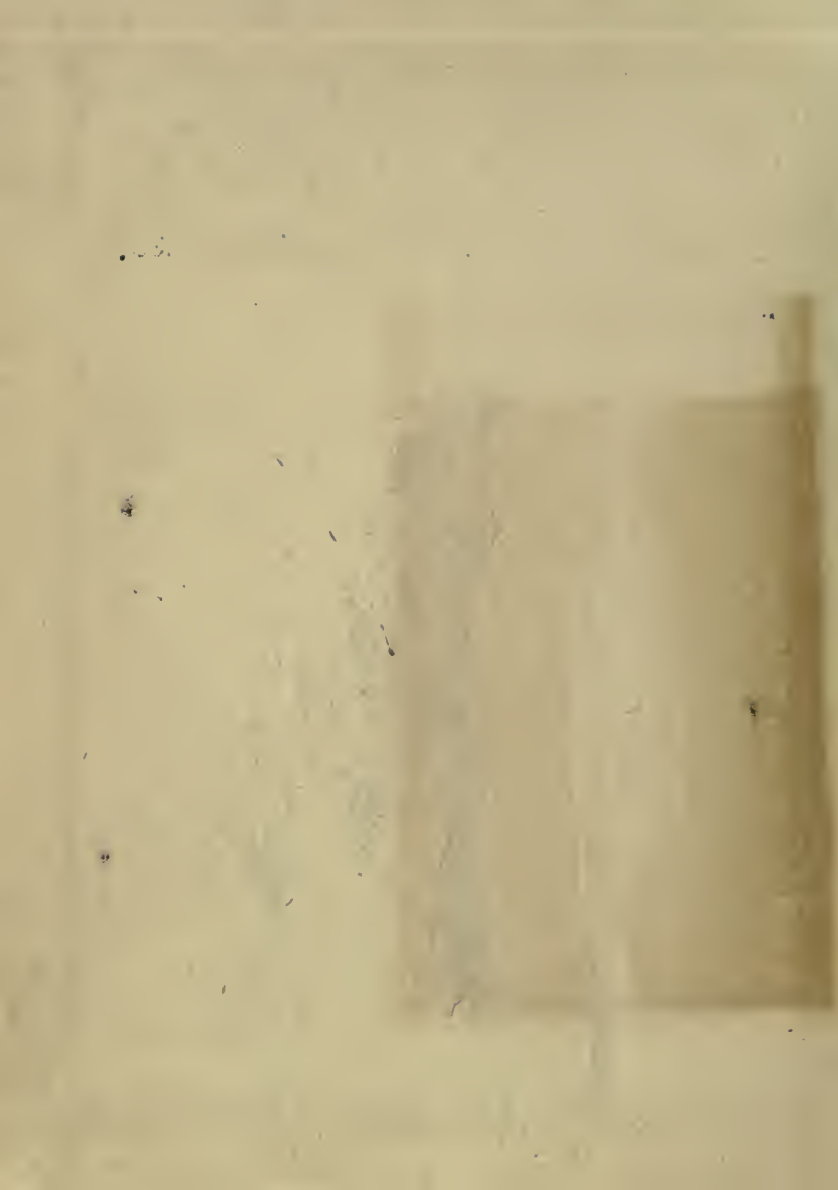


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GRADED READINGS IN GREGG SHORTHAND



ALICE MARGARET HUNTER



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Graded readings
in Gregg shorthand

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Bernice Sutton

MAR 8 1941

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Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

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THE GREGG PUBLISHING COMPANY

New York

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San Francisco

SHORTHAND PLATES WRITTEN BY
GEORGIE GREGG

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INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmiser (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

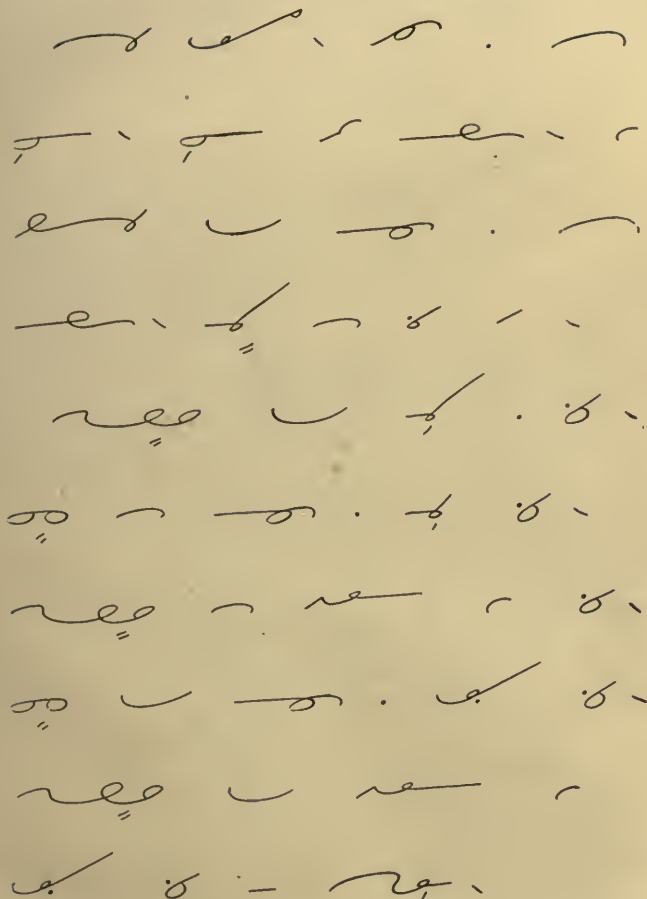
The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

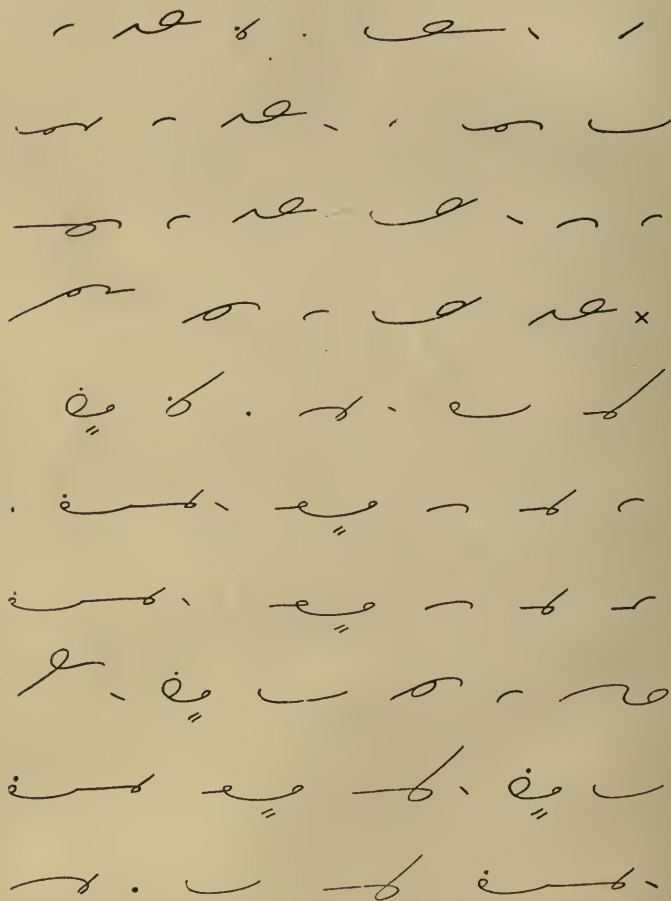
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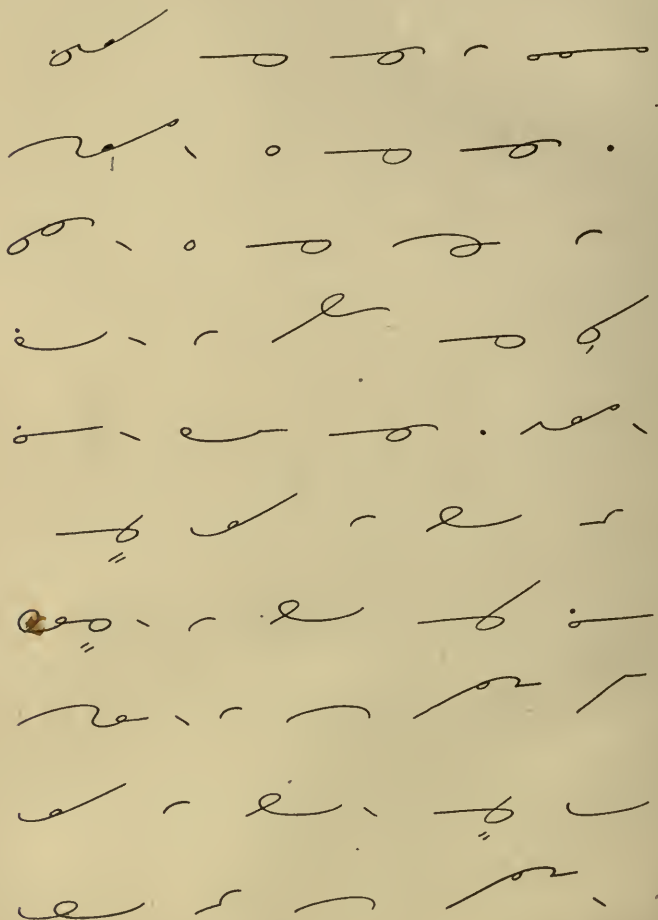
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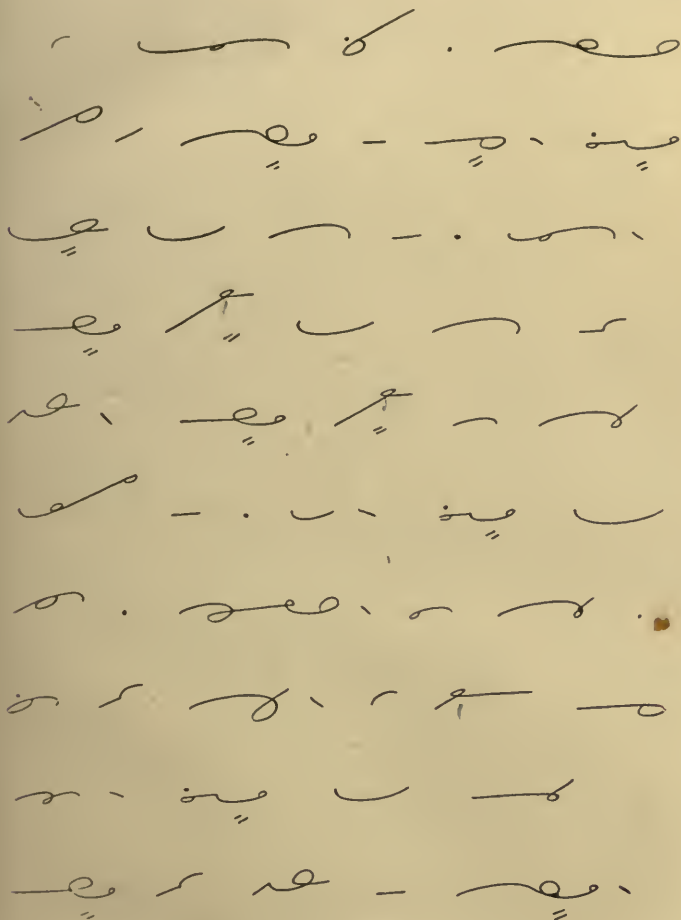
FIRST LESSON

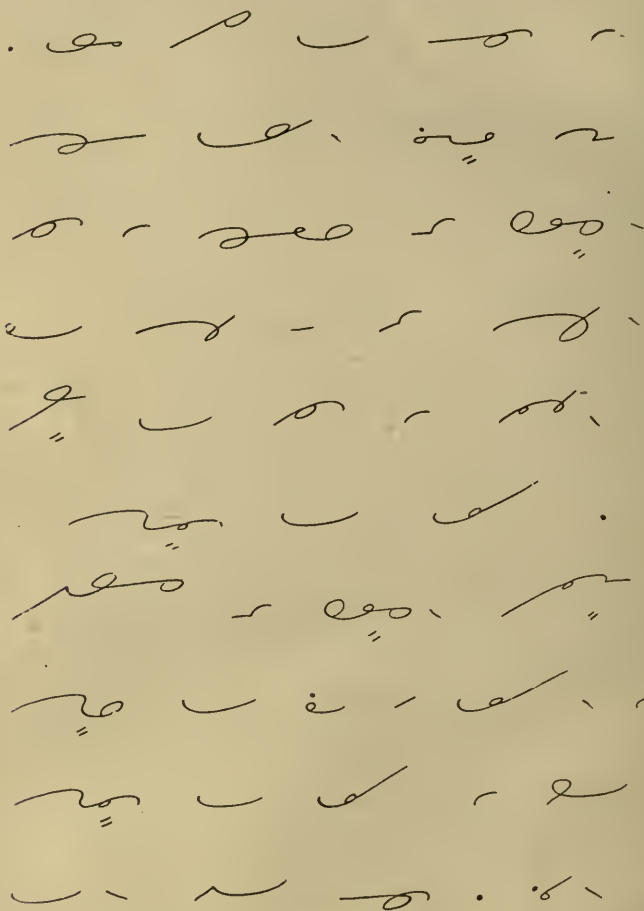




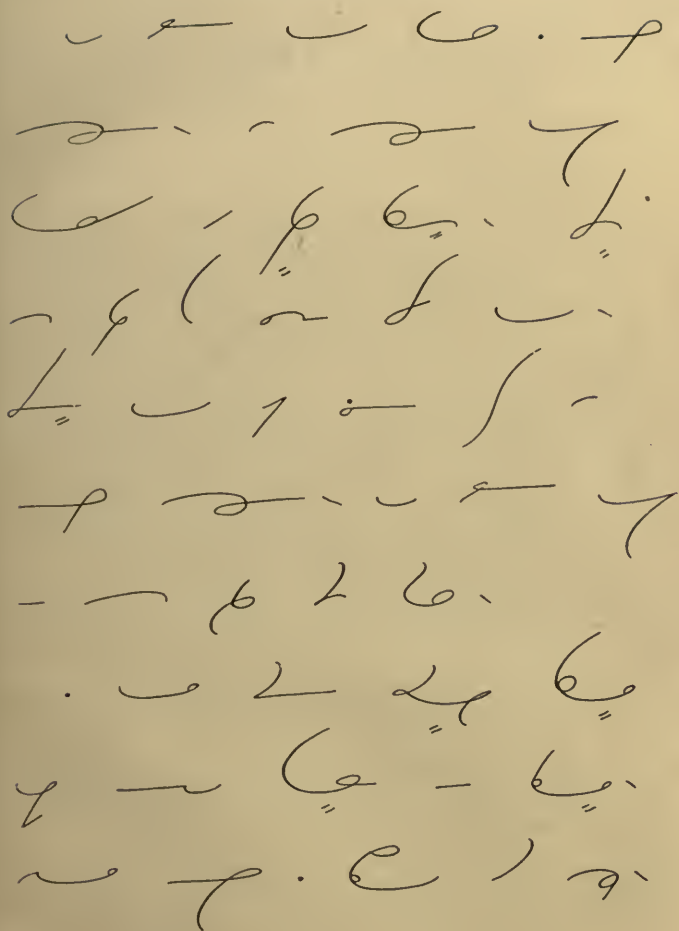
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r. o. y. .







SECOND LESSON



o d d i r .
 y - n e u r
 i . h . j . o . o d
 . h f r - l h .
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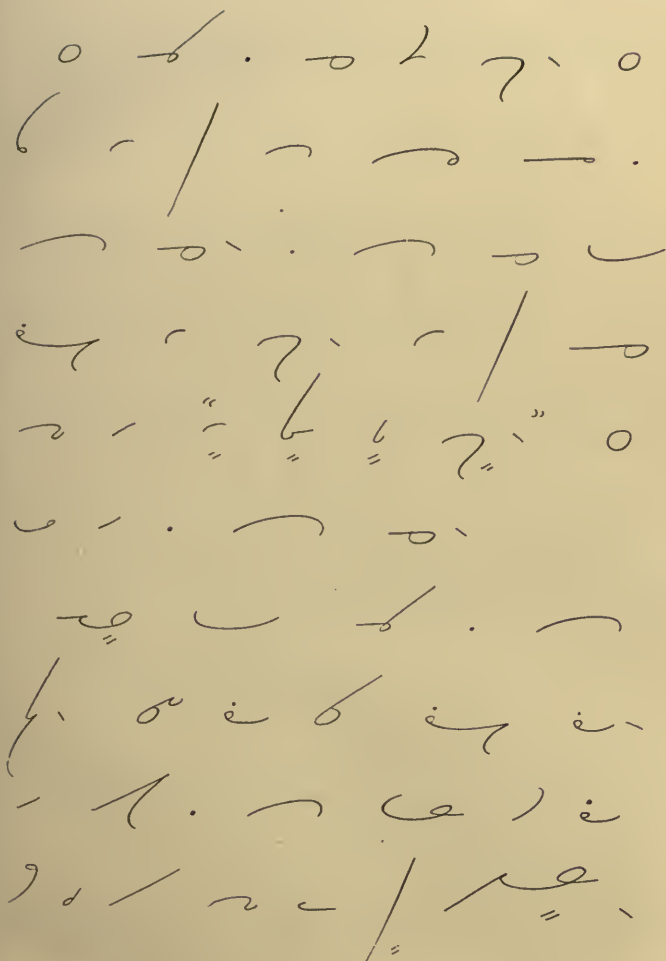
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THIRD LESSON



. c c c c c c
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 - f i e o p .
 - g u l n p
 - b b y l w
 - o r z l b i y
 - b l o o . n
 - i g o b . y
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 - s u b r y

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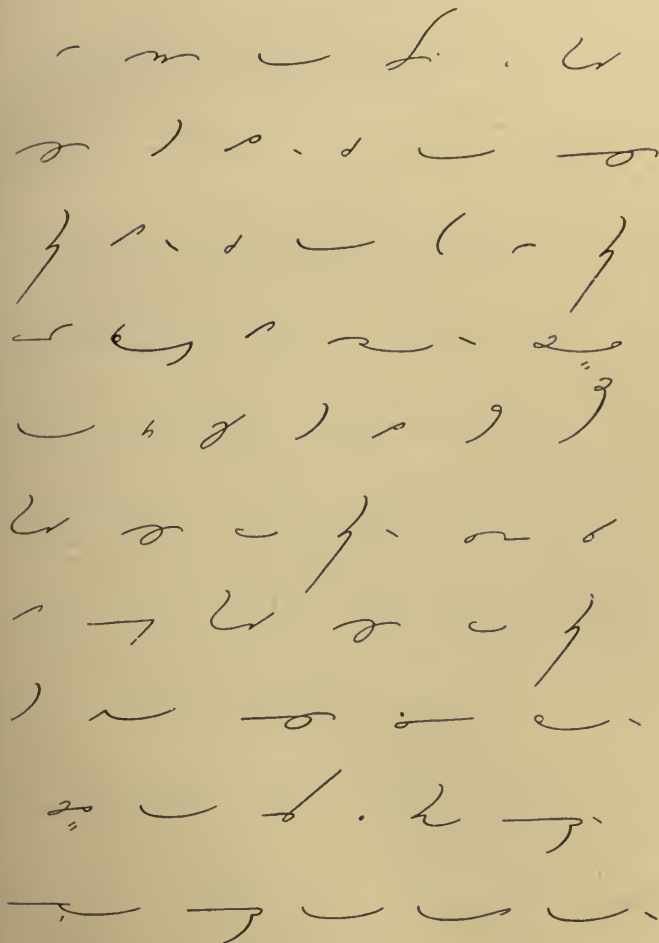
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THE BALL GAME

i r n " c h ! c
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 c . n s " o
 b r i s n f i
 f u p i u s
 " h y s f i r i
 s u c u r y
 u n " s r i c
 s) h u s r

h - f a i . i r r
 " " ! -) f ! "
 f a r n g r h .
 - s - u - s - s -
 2 s r s u r
 i - o b r s 2
 f u s . f h .
 - s - h - f
 s y - y - u s
 b s r y -

FOURTH LESSON



n a u . . Co
 n y t u a u .
 e - a r . -
 n y t x d - r
 - t - . C₁ y .
 - - - - i₁
 f - e x o e . e)
 - a e . o o .
 i e y - - .
 y u i r i .

THE PONY

n b . u b 2
 p b e i n e
 g (n i n
 b e l e r
 f b o r i s
 f t y . i
 s l o o y r
 b o i t w l
 r b b b e i

t, e g i, o v r
 b o o y - l n - t
 d - b i - s h
 e o v - b - t
 o i . m, r
 m n t i r
 b - t y i
 o h l i - e
 d t r i
 e r f,

BUSINESS LETTERS

1. *Mr. J. H. Brown*
of the
City of New York
has the honor
to acknowledge
the receipt of
your letter of
the 10th inst.
and in reply to
inform you that
the same has been
forwarded to the
proper authorities
for their consideration.

2. *[Handwritten cursive practice lines]*

FIFTH LESSON

o / , r . e g
 L n . o z o - r -
 n o o f . g . g . e
 - i d r L r o
 - g , p .

e r e u e g . f
 e , z e n . o
 b . b e r . , r r
 f r . o e . g e
 - r b .

e e y . e . i
 l e n - d e
 - o . { P e
 n - - e - e e
 e e . e - d e
 e . e l e "e"
 - e e o .
 e l e e e e
 o e e e e
 n e - e -

A TRIP

a E — f h —
 o . — r — e —
 i b — s — — e —
 r f — h e . .
 r b — e — s —
 v i — — —
 i t — — e
 — i . e — b —
 t e — — s — e

1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31 32 33 34 35
 36 37 38 39 40 41 42
 43 44 45 46 47 48 49
 50 51 52 53 54 55 56
 57 58 59 60 61 62 63
 64 65 66 67 68 69 70

BUSINESS LETTERS

[illegible]

4. — i e e e e e — o /
 r r . b . s b / — . o
 f . b . d d , / e e .
 d o a e — r r d d / r
 o b e e e b e d e —
 a r r r s r e e — /
 — r r x / — r r / —
 b / — x — r r / —
 s x r r / . y e — o
 g : e e e e e e e e
 . b e e e e e e e e e
 — e e e —

SIXTH LESSON

BUSINESS LETTERS

5. / - 6 - 7 - 8 - 9 - 10 -
 11 - 12 - 13 - 14 - 15 - 16 -
 17 - 18 - 19 - 20 - 21 - 22 -
 23 - 24 - 25 - 26 - 27 - 28 -
 29 - 30 - 31 - 32 - 33 - 34 -
 35 - 36 - 37 - 38 - 39 - 40 -

6. / - 2 - 3 - 4 - 5 - 6 -
 7 - 8 - 9 - 10 - 11 - 12 -
 13 - 14 - 15 - 16 - 17 - 18 -
 19 - 20 - 21 - 22 - 23 - 24 -
 25 - 26 - 27 - 28 - 29 - 30 -
 31 - 32 - 33 - 34 - 35 - 36 -

7. / o i o n p b . d l
 r p . , , , , n e i { l
 - h 2 x o . 7 o o b / {
 -) i . h n o d . e e .
 o) ~ / 7 e . i - h
 8. / e u .) . h 2 t 3 o
 b . , - o - o - b - b .
 , , , , , , , , , h -)
 (- 2 9 y o) - o , e
 e n e l) . h e . e p
 y o d - e b 2 q - d
 9. / 2 o ! . e - x -
 f - h b . x o b n f . n n

name, in, I
 1. u b h l e r
 y. d d k o u h r
 u. u e i. u b r

10. f l p y u r - g

x s o r e h s i
 m e m o l a r
 u. h y h e u r i. o
 b e s i n t u o n
 h f o n c e s. u d
 y s s i l. h

11. f v o b. l. b y r

l u b x o n b s o a

n r e b } u 2 . v r l . e
 o n o . n y l o l e
 n e i i i

13.

— l e r l o o b . n
 — r p r — l o r o d . e
 — n — — — l i x n d
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 a d b e r 9 b — — d .
 n e v o i o r x o b o . —
 o v ? — d l . l n ?
 n — v r o l i x b

14. *the most of
 the other men
 who were in
 the room at the
 time of the
 murder. The
 man who was
 in the room at
 the time of the
 murder was
 the man who
 was in the
 room at the
 time of the
 murder.*

SEVENTH LESSON

BUSINESS LETTERS

15. *123456789*
10111213141516
17181920212223
24252627282930
31323334353637
38394041424344
45464748495051
52535455565758
59606162636465
66676869707172
73747576777879
80818283848586
87888990919293
949596979899

17.

17. *Handwritten text in a cursive script, likely a letter or document, spanning multiple lines.*

18.

18. *[Handwritten musical notation on a single staff, consisting of various notes and rests.]*

EIGHTH LESSON

BUSINESS LETTERS

21. / o o o o o o o o o o
 w l r i s s o l o b
 r s l o o o o o o o o o
 w h l h l e r e i
 n n o b o r r i e f r d
 h l r r l r r s r o
 b e r r r i l e r h o
 s l o l o a l f l r
 r e h l n l r r e h d
 w e y o o o o o o o o o
 w l n r r s r r o o o o
 c r f o r r l r r r h

23. / - b_i - b_i - i - y - o - n - d - y
 - a - e - e - e - y - i - e - e
 p - m - p - b - l - z -
 d - e - s - e - n - l - n
 b - n - d - b - l - e - e -
 e - n - e - e - e - e -
 e - e - i - n - e - e -
 - f - e - e - e - e - e -
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25. — / 10 6 6 7 — — — —
 Co. — 7 2 x 2. 5 — —
 16. Co. 10 1 — — — —
 17. — — — — — — — —
 18. — — — — — — — —
 19. — — — — — — — —
 20. — — — — — — — —
 21. — — — — — — — —
 22. — — — — — — — —
 23. — — — — — — — —
 24. — — — — — — — —
 25. — — — — — — — —
 26. — — — — — — — —
 27. — — — — — — — —
 28. — — — — — — — —
 29. — — — — — — — —
 30. — — — — — — — —

12

[illegible]

29. *[Handwritten musical notation on a single staff, consisting of various rhythmic symbols and notes.]*

30. / n y n l e u e s
 r o u t h t n - w . 7 u .
 u l . y i s l - u e s i
 x r l a h . o s " r o n n r
 / 7 h i s l e u s / - f -
 n i s l e u s e o o 7
 - / n l e - r o u e r
 e n l r p p o u s " o b o v
 7 n l e u s l e u h
 7 n 7 l e u s - r y
 / u - r o - l d m o o
 r b 7 l e u s - r
 u o r n ! o n e . l b n l x e
 e y e r - r o u e l e h
 o h l e u s l

32. — l y m e r r — e
) l m , (s m p r — l
 o o l y , s — p r d)
 v e i — m o , g , u —
 e d f l e w — l e u —
 — t w — r — t — — l e
 s e t — r — d o) t i g w
 n t o e r — — n p l y .
 v e w s — e l e . j l
 g e n n e l o o f e r e r
 o m . n r e — h e e r
 u) o . d) d e r — u . e r
 l y , i n e i) e s , j — R
 h e o b — m o y t z o e
 f u — c o o n e r e d

TENTH LESSON

BUSINESS LETTERS

33. U L. C₁₇ n. h) 5880,
 2 2 10 h 7 - 7 / p₂₈
) 2 2, f₂ - . - . 0 q
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ELEVENTH LESSON

BUSINESS LETTERS

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TWELFTH LESSON

BUSINESS LETTERS

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43. *My dear Mr. T. I have
 the pleasure to inform you that
 the same has been received from
 the same source. I have the
 honor to be, Sir, your obedient
 servant.*

THE GOOSE WITH THE GOLDEN EGGS

The goose with the golden eggs
 was very rich and
 had many children.
 One day he found
 a golden egg.
 He was very
 happy and
 showed it to
 his children.
 They were
 very
 surprised.
 The goose
 had many
 more golden
 eggs.
 He was
 very
 rich.

BENJAMIN FRANKLIN

[illegible]

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 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471
 2472 2473 2474 2

THIRTEENTH LESSON

BUSINESS LETTERS

45. — — — — —

Dear Sir,
 I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the matter of the 16th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, Sir, very respectfully,
 Yours very truly,
 J. M. P. 26

46. — e e n o s b b }
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 — — u o (l . o) e f . / /
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[illegible]

THE FOX AND THE CROW

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 n n n n b " n n y l i
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 " o e d - i t d e n n . b e
 d l l = n n n e n "

THOMAS JEFFERSON

[illegible]

SILK

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 e g , e l - e r e m
 y - e y y , o h n
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) f l i s m e - m e d
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FOURTEENTH LESSON

BUSINESS LETTERS

47. *6. n. u. The 12*
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FIFTEENTH LESSON

BUSINESS LETTERS

50. Any one who has been in the
 business of writing letters knows that
 the most common mistake is to write
 the name of the person to whom the letter
 is addressed in the wrong place. It is
 a very common mistake to write the name
 of the person to whom the letter is addressed
 in the top left corner of the letter. This
 is a mistake because the name of the person
 to whom the letter is addressed should be
 written in the top right corner of the letter.
 This is because the name of the person to
 whom the letter is addressed is the most
 important part of the letter and should be
 written in the most prominent place. This
 is why the name of the person to whom
 the letter is addressed should be written in
 the top right corner of the letter.

52. *Handwritten text in a cursive script, likely a letter or document, covering the majority of the page.*

JOHN QUINCY ADAMS

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 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

SIXTEENTH LESSON

BUSINESS LETTERS

53. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840

DANIEL WEBSTER

[illegible]

IRON AND STEEL

The iron and steel
 industry is one of the
 most important in the
 world. It is the basis of
 modern civilization. The
 iron and steel industry
 is the backbone of the
 economy. It is the source
 of many of the products
 that we use every day.
 The iron and steel industry
 is a major part of the
 manufacturing sector. It
 produces a wide variety of
 products, including pipes,
 beams, and plates. These
 products are used in a wide
 range of applications, from
 construction to transportation.
 The iron and steel industry
 is a key component of the
 global economy. It is a
 major source of employment
 and a significant contributor
 to the nation's GDP. The
 iron and steel industry is
 a vital part of our society.

SEVENTEENTH LESSON

BUSINESS LETTERS

56. Over the year.

in the year

in the year

in the year

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58. *u // u u i r r*
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THE HONEST WOODMAN

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 s e y o g . s t) , y .

GEORGE WASHINGTON

I have the honor to acknowledge the receipt of your letter of the 11th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, Sir, very respectfully,
 Your obedient servant,
 George Washington

COAL

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EIGHTEENTH LESSON

BUSINESS LETTERS

59. *[Handwritten musical notation on a single staff, consisting of various notes and rests.]*

60. — by the way as I said, I
 will now go on to say
 that I have been told that
 the new book is very
 popular and is being
 sold in large quantities
 in all the principal
 cities of the country.
 I have also been told
 that the new book is
 very well received
 and is being sold in
 large quantities in
 all the principal
 cities of the country.
 I have also been told
 that the new book is
 very well received
 and is being sold in
 large quantities in
 all the principal
 cities of the country.

61. — near i g e / / ,
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THE MONKEY AS A JUDGE

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ROBERT E. LEE

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NINETEENTH LESSON

BUSINESS LETTERS

62. — y x z o b / . e r
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 o . n o n x b

THE WOLF AND THE LAMB

[illegible]

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TWENTIETH LESSON BUSINESS LETTERS

64. *Dear Sir,*

I have the pleasure to

acknowledge the receipt of

your letter of the 13th inst.

in relation to the

order for \$100.00

which has been forwarded

to you by express.

I am, Sir, very respectfully,

Yours very truly,

J. H. Smith

Per J. H. Smith

Secretary

Enclosed

[illegible]

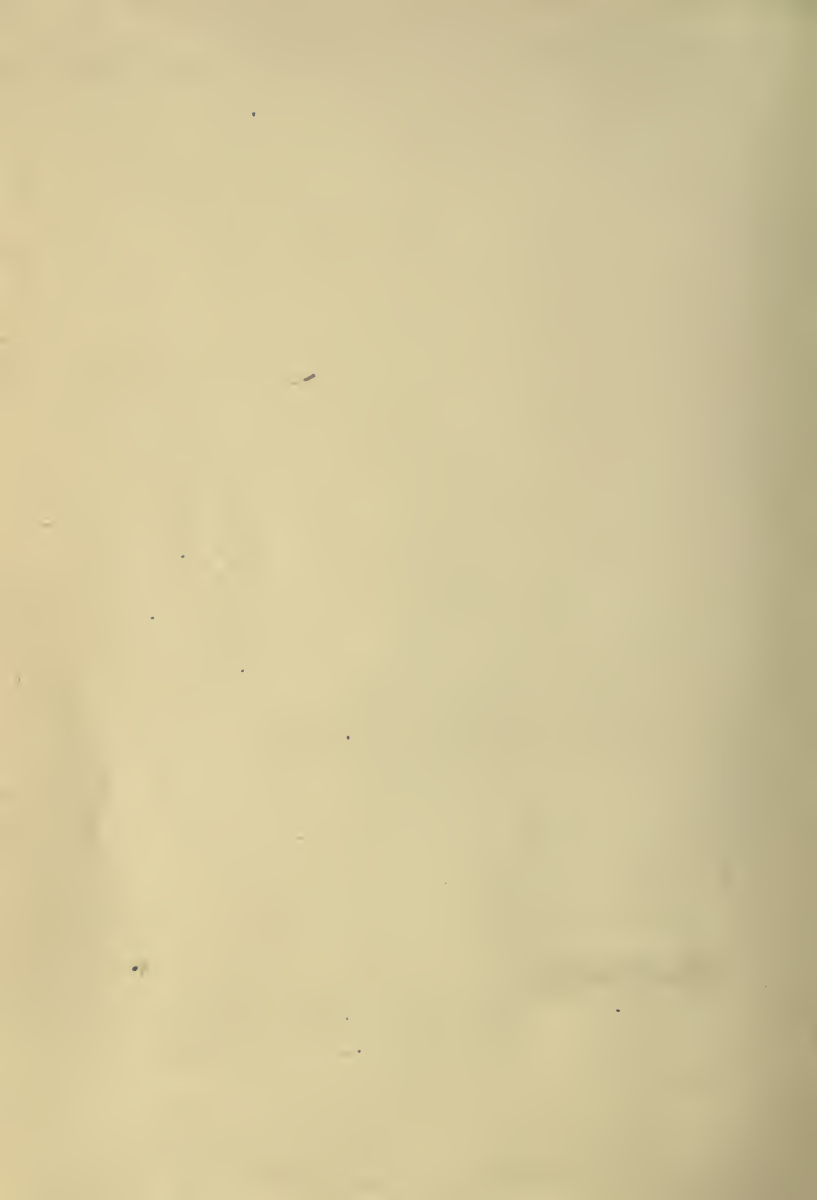
POTTERY

r o s o . b e , n e n o g , r
 f i r n o e s , b e l e d o
 i b i o . o n o e a f e d o
 f i - b e , s n m - f i , n e
 n e b e - n e f i r f i r o .
 b e f . n e s e l i n f . n e
 f i b e , l b e n n e n e b e
 n e l d o , n e - n e f i
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 n e l o n r o z i , b e f i
 n e f i r n e b e b e n e n e
 n e n e n e n e

A VACATION TRIP

[illegible]





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